



Harwood Road, Tottington, Bury, Lancashire BL8 3PT
Tel: 01204 882 976 Fax: 01204 880 999

APPLICATION FOR THE POST OF: _____

This form has been designed to tell us all we need to know about you at this stage. Please complete the form in black ink and block capitals.

Personal Information

Surname:	
Forenames:	
Title (Mr, Mrs, Miss, etc):	
Previous names (if any):	
Address for communications:	
Daytime telephone number:	
Are you free to take up employment in the UK?	YES / NO
Are you subject to immigration control?	YES / NO
Dates you are not available for interview	
N.I. Number	
Pin Number and expiry date (if appropriate)	

Education

From GCSE or equivalent to degree level in chronological order

Establishment	Qualifications gained

Postgraduate education or study or any other professional qualifications

Establishment	Qualifications gained

Work experience

Please give details of posts held within the last 10 years. Please begin with your present or most recent position and then work chronologically backwards.

From	To	Name and address of employer	Description of duties and responsibilities and reason for leaving

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Other Information

Do you have any other relevant qualifications or skills (e.g. knowledge of a foreign language, a full driving licence, computer literacy, etc.)?

Please give details of any time not accounted for elsewhere in this application form.

Have you made a previous application to the Company? If so, when was this and what was the outcome?

Please give details of your main extra-curricular activities and interests.

Please use this space to say why you are interested in the post for which you have applied and mention anything else which supports your application.

If you are successful, when could you take up your post?

Please give details of any special arrangements you may require to enable you to attend interview.

Referees

Please give details of two referees. Neither should be a relative or contemporary.

First referee	Second referee

Recruitment Policy

It is the company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees, including promotion and training and not to discriminate against any person because of age, race, colour, national origin, sex, marital status, sexual orientation, religion or belief, or disability.

References

I authorise the company to obtain references to support this application once an offer has been made and accepted and release the company and referees from any liability caused by giving and receiving information. I accept that any offer made is subject to the receipt of references that are satisfactory to the Company.

Do you have any criminal convictions, or are awaiting the result of criminal charges? (by virtue of the Rehabilitation of Offenders Act 1974 (exemptions) order 1975). Please delete as applicable: YES / NO

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give use will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime to protect public funds or in other ways as permitted by law.

By signing the application form you consent to the processing of personal data and sensitive personal data in accordance with our registration with the Information Commissioner

Declaration

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal. I also accept that it is my personal responsibility to notify the Company of any employment I accept other than the position for which I am employed and to declare on a weekly basis the actual hours worked.

Signature:

Date: